

**University of Arkansas Community College at Batesville**  
**Administrative Cabinet Meeting**  
**October 23, 2024 / 3:00 p.m.**  
**IH 104**  
**Minutes**

The members present were Mr. Bruce Hankins, Dr. Holly Smith, Dr. Zach Perrine, and Dr. Brian Shonk.  
Minutes recorded by Ms. Tiffany Guinnip

Dr. Shonk called the meeting to order at 3:00 p.m.

*Dr. Zach Perrine moved to approve the minutes from the October 9, 2024 meeting. Mr. Bruce Hankins seconded. With no further discussion the motion passed.*

**Policy 220.1 Hiring Process – Dr. Brian Shonk** - Dr. Shonk noted that the updates to this policy were to strike the language where classified and non-classified staff were referenced at the beginning of the policy. Dr. Shonk reviewed the updates with Cabinet and asked specifically about the section with examples, which were where the policy references the positions.

*Dr. Zach Perrine made a motion to approve the amendments to Policy 220.1. Dr. Holly Smith seconded. With no further discussion the motion passed.*

**Procedures 570.0 General Requirements for Graduation and 570.1 Requirements for Participation in Commencement – Dr. Zach Perrine** - Dr. Perrine noted that he had adjusted the policy for general requirements for graduation. He noted that the updates were made to reflect the practices which are current in Workday and to update the procedure for looking at GPA. Dr. Holly Smith noted that on item 2, phlebotomy would need to be added as it is also offered in an 8-week term. Dr. Perrine noted that in January after the fall graduation, this policy will likely need to be reviewed again and adjusted based on practice of graduation after a cycle has been completed within Workday. Dr. Perrine added the language from the catalog for graduation with honors to the policy as well to clean up the conversion from catalog information to policy.

*Dr. Zach Perrine made a motion to approve the amendments made to policies 570.0 and 570.1. Dr. Holly Smith seconded. With no further discussion the motion passed.*

**Clean Catalog – Dr. Holly Smith** - Dr. Smith noted that now they have had access to a learning suite and that this has been helpful. She noted that there are features within the software that they have not been aware of, and that the group that works on the catalog will be completing training. Dr. Smith also noted that they learned that we are on the older version of the site and that Clean Catalog would be working with us to move their catalog over. Dr. Smith recommended keeping clean catalog for another year and reevaluating it to see if the software is worth keeping. Dr. Perrine noted that he thought this would be a good plan of action going forward, as the only way we would have to complete the catalog other than the software would be PDF.

**Welcome Center Remodel Updates – Dr. Brian Shonk** - Welcome Center Remodel Updates – Dr. Shonk noted that there is finally some visual progress being made on the project. He noted that the front entry has been framed out, so you can now visualize the build. The air conditioning will likely not be turned on for another few weeks to wait for contractors to come back to turn on the new units. Dr. Shonk noted that there were some additional electrical costs that are for some additional lighting from another alteration, work with the electrical box move, and a change to the HVAC

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electrical hookup. The furniture bid came around \$107,000. The brick that was damaged with the concrete was removed has been fixed. Dr. Shonk noted that as long as the mud dries the same color, the repair job will look good.

**Gateway Center Update – Dr. Brian Shonk** - The bid opening process for the back space of the Gateway Center (area to lease) will open next week. Dr. Shonk noted that Mr. Wooldridge commented that there has been a flurry of activity from contractors and subcontractors viewing the space for the bid open. Dr. Shonk noted that Mr. Wooldridge and Mr. Bryan Anderson had spoken with him about the best place on the property to add the new driving pad and they are working with the architects to see if the position of the driving pad can be moved. Dr. Shonk noted that the architects are going to do a core sample to see how thick the concrete pad needs to be. He also noted that Mr. Anderson completed that type of work for the highway department and offered good insight into the process for adding the driving pad.

**Hiring Committee Selections – Cabinet**

- a. Navigator Position - Dr. Zach Perrine informed the Cabinet that Ms. Valerie Bennett has verbally announced her retirement in December 2024. Dr. Perrine requested to approve a hiring committee so that when her departure is official, search can begin to fill the position with a start date of January in mind. Dr. Perrine suggested himself (chair), Ms. Meagan Akins, Mr. Cheyenne Diaz, Dr. Becky Warren, and Ms. Debbie Wyatt as members of the search committee.

*Dr. Perrine made a motion to approve the search committee for the Navigator position. Dr. Holly Smith seconded the motion. With no further discussion the motion passed.*

**Open Discussion**

- a. **Mr. Bruce Hankins** - Noted that they received the final draft of the internal audit. He noted that the biggest issue found was missing documentation, which has been discovered as a limitation within Security roles in Workday.

Meeting was adjourned at 4:10 p.m.

*Minutes respectfully submitted by Tiffany Guinnip.*